

Jury Duty Procedure

- Employees should bring a copy of their summons or subpoena within two days of receipt to their supervisor and HR department
- The HR department will verify the summons or subpoena
- Employees and their supervisors should create a plan for the days employee will be absent for jury duty
- Employees will serve their jury duty
- Employees will report to work when their jury duty leave has passed and bring documentation from the court to indicate the days served
- If the employee appears for jury duty but is dismissed, they should notify their supervisor and the HR department. When courts dismiss them before half of the workday has passed, the supervisor might ask them to come to work.

Employees receive a check for their jury duty from Lake County (or whichever court the employee served). The check is broken down by daily pay and mileage/meals. The employee keeps the reimbursement for the mileage/meals, but the daily pay needs to be reimbursed back to the district since the district continued to pay the employee's salary while on jury duty.

- Employee cashes the check
- Employee writes a check payable to Antioch CCSD #34 for the amount of the daily pay received minus the mileage/meals amount
- Employee sends the check payable to Antioch CCSD #34, along with the copy of the jury duty pay stub to ASC Business Office